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NASA Procedural Requirements

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30, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

Subject: Billings and Collections

Responsible Office: Office of the Chief Financial Officer[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) |
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Chapter 2. Deposits

2.1 Overview

2.1.1 This chapter establishes requirements for the deposit of money in the custody of NASA employees and agents. The NSSC must coordinate with the Agency CFO and DCFO before changing or implementing new deposit mechanisms or practices.

2.2 Agency Requirements

2.2.1 NASA Office of the Chief Financial Officer (OCFO) shall guide and coordinate the implementation and utilization of the most modern available deposit mechanisms offered by Treasury to ensure that NASA uses secure and effective deposit practices for the deposit of money in the custody of NASA employees and agents.

2.2.2 Electronic Funds Transfer shall be used for deposits whenever possible. In most cases, commercial banking institutions are approved by Treasury as general depositories to accept NASA deposits. In some cases, the Federal Reserve Banks (FRBs) may be used as depositories. Collectively, the general depositories and the FRBs are called depositories. As such, making a deposit in a depository is considered to be making a deposit in Treasury. NSSC must coordinate any prospective changes with the Agency CFO and DCFO.

2.2.3 Financial Institutions (FIs). The Treasury FMS determines those financial institutions eligible to be designated as general depositories. These may include credit unions, banks, savings banks, savings and loan, building and loan, and homestead associations if they meet the criteria established by the Treasury.

2.2.4 If FMS determines that it is not cost effective for an agency to use a commercial bank, or that a commercial bank is not available, FMS will authorize the agency to make deposits at the nearest FRB. Should NSSC need to use an FRB, the following restrictions and conditions apply:

- a. The FRBs will not accept walk-in deposits. NASA must deliver deposits to the FRB either by a courier, an armored car service, or by mail if specifically authorized in writing by FMS. Such an authorization is granted for mailing in deposits if the deposit consists of only Treasury checks.
- b. After FMS has designated the FRB, NASA must contact that FRB for a CASHLINK Identification Number (CIN) and any other preliminary instructions. The FRB uses the CIN, derived from the agency location code (ALC), to identify agency transactions.
- c. Deposits made at FRBs must not contain cash. Convert cash to a money order and deposit the money order along with the checks. Centers shall bear the cost of the money order.

2.2.5 Establishing or Changing General Depositories. When the NSSC needs to establish or change general depositories, a request should be submitted to the Agency CFO and DCFO for approval and processed through Treasury FMS. Treasury's TFM, Volume 1, Part 5, Chapter 4000 provides the information that should be included in the request.

2.2.6 Lockbox Depositors. With the approval of Agency CFO or DCFO and Treasury FMS, NSSC shall enter into agreements with commercial depositories to perform Lockbox services. This permits them to act as agents for NASA's deposit activities.

2.2.7 Timeliness of Deposits.

2.2.7.1 NSSC shall ensure deposits are made without delay. Money is required to be deposited not later than the third day after the custodian receives it unless due to the deposit practices listed in paragraphs 2.2.7.3.a and 2.2.7.3.e below.

2.2.7.2 Treasury FMS requires advance notification before large deposits are made. Anticipated deposits totaling \$50 million or more must be reported in advance of the transaction settlement date to Treasury FMS. A minimum of two days notice is required for these deposits. Anticipated deposits of \$500 million require five days advanced notice. When specific deposit information has not been finalized, NSSC must inform Treasury FMS daily (by 9:30 a.m. eastern time) of approximate amount(s) and approximate deposit date(s).

2.2.7.3 Other deposit practices NSSC shall adhere to are:

- a. Receipts totaling \$5,000 or more will be deposited on the same day received prior to depository cutoff time.
- b. Deposits will be made as late as possible prior to the specified cutoff time to maximize daily deposit amounts.
- c. Money received too late in the day to meet the deposit cutoff time must be deposited the following business day.
- d. Adequate internal controls shall be in place to ensure the security of all undeposited funds.
- e. Collections totaling less than \$5,000 may be accumulated and deposited when the total reaches \$5,000. However, deposits will be made by Thursday of each week, regardless of the amount accumulated.
- f. Generally, limit deposits to one per day per deposit site. However, when beneficial to the Government, multiple daily deposits may be made.
- g. NSSC's policy is to deposit all checks through the Treasury's Paper Check Conversion process with the exception of checks drawn on non-U.S. banks or for non-U.S. funds. These checks will be manually deposited at the local commercial bank. The mailing of deposits (versus hand-carrying) to FRBs or commercial banks may be done only when specifically authorized in writing by Treasury FMS. In these cases, the deposit timeframe requirements apply to the timely mailing of deposits.
- h. When a deposit consists only of Treasury checks, NASA collection agents are authorized to mail those checks to the nearest FRB or commercial bank. Treasury checks totaling \$5,000 or more are to be mailed to the nearest FRB or commercial bank on the day received. The Treasury FMS has granted NASA a waiver from the requirement to deposit Treasury checks totaling \$5,000 or more to FRB's. NASA can make deposits to the Treasury General Account through a more conveniently located commercial bank. NASA can still use FRB's, but is not required to do so. A separate Standard Form (SF) 215, Deposit Ticket, will be prepared and submitted to the FRB or commercial bank for processing.
- i. Intragovernmental Payment and Collection System (IPAC) or other mechanism for which the agency has Treasury FMS approval, will be used for the transfer of funds between agencies.

2.2.8 Records of Deposits. Use SF 215, Deposit Ticket and SF 5515, Debit Voucher when making deposits to depositories.

2.2.8.1 Record of Checks Deposited. NSSC will maintain records and copies of checks according to the procedures documented in Treasury's TFM, Volume 1, Part 5, Chapter 2000, which include the specific information that should be shown on the record for each check deposited. Records of checks deposited at the NSSC will be kept in the NSSC's official record retention system and are also located at the Treasury Paper Check Conversion Over the Counter website. NSSC shall ensure that records are available for the Deposit Ticket and Debit Voucher along with records of deposited checks including:

- a. Cross-reference of each check to the applicable SF 215 or other deposit ticket.
- b. Include sufficient detail to process a stop payment and obtain a duplicate check, if necessary. Users should refer to TFM, Volume 1, Part 5, Chapter 2000 for additional detailed information.

2.2.8.2 Retention of Check Copies. NSSC shall make copies of check deposits before dispatch to allow time for replacement if the shipment or any part thereof is lost or destroyed in transit. Copies of the actual checks may be sent to a financial institution for collection, in place of the original checks. NASA must indemnify the financial institution by a written promise to hold them faultless if both the original check and the copy are paid and to repay the financial institution should NASA receive duplicate credit.

2.2.8.3 The Government Losses in Shipment Act, as amended (40 U.S.C. Supplement III, 72 1-726), covers the

shipment of deposits prepared and made per the Act's prescribed regulations. Therefore, the Centers and NSSC shall not insure such remittances.

2.2.8.4 NASA's accounting system has an on-line reporting and reconciliation capability to verify deposits against CA\$HLINK listings, lockbox postings/payment program postings, and IPAC error reports. NSSC shall use this capability.

2.2.9 Deposit Mechanics.

2.2.9.1 A Treasury General Account is a bank account in a commercial depository or other financial institution where initial deposits are made by agencies.

2.2.9.2 Requirements for the Deposit Ticket. Collected funds requiring payment are received in the form of cash or paper check. NSSC shall prepare deposits according to Treasury Financial Manual requirements and this chapter for electronic generation of the SF 215, Deposit Ticket.

2.2.9.3 Should Centers or NSSC detect counterfeit currency, the Secret Service should be notified immediately.

2.2.9.4 Treasury FMS may establish, upon request of the FRB concerned, special sorting requirements (on an individual agency or location basis) for deposits including more than 1,000 items on a daily basis. The depositors must perform existing special sorting arrangements as applicable.

2.2.9.5 To the extent possible, NSSC will use the electronic options available through Treasury FMS.

2.3 Roles and Responsibilities

2.3.1 NASA Centers shall:

- a. Record down payments for reimbursables.
- b. Promptly forward all receipts of payments to the NSSC for deposit.

2.3.2 NSSC shall:

- a. Ensure deposits are made at the nearest commercial bank or FRB designated and authorized by Treasury FMS.
- b. Process receivables for Centers from the receipt of the initial notice of indebtedness to the final collection and deposit based on acceptance by NASA.

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